

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date	Department of Education	Application Number	
	Office of Vocational Education	81-334	
Application Number	Division of Vocational Instruction	Date Received Date Completed	
	Atlanta, Georgia	1 50 4 12 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
		MAY 1 8 1981 MAY 2 8 1981	
2. Person to Contact	Working Title	Telephone Number	
Ed Word	Division Director	656–2560	
b. Dispose of present acc. Amend Application 4. Dates of Series	5. Records Series Title (followed by title used in office; if di	de; □ Void ifferent)	
Earliest Latest	DIVISION WIDE COMMON SCHEDULE Vocational Organization Contests Files		
6. Division and Office Function		which this second sector is second 2	
to supplement throug The organizations ar enrolled in marketin of America (FBLA) for (3) Future Farmers of (4) Future Homemaker programs; (6) Vocati trade, industrial, t	Vocational Youth Organizations is to provide contests and special projects the traditive (1) the Distributive Education Clubs of up or distributive education programs; (2) or students enrolled in business and office of America (FFA) for students interested in s of America (FHA); (5) Georgia Associational Industrial Clubs of America (VICA) for echnical and health occupations programs; of America for students enrolled in the Company of America for students enr	ide the members opportunities tional classroom education. America (DECA) for students Future Business Leaders e education programs; a all areas of agriculture; on of Industrial Arts or students enrolled in and (7) Vocational	
7. Record Series Description	This file contains the following documents (include form no Attach samples of the file.	umbers and titles, if any):	
or FE Included are: applica	onducting vocational skills contests sponsor ganization. (This schedule does not cover A Contest Files - See Schedule #81-50.) tions by organization members for particip s of contests; and, related correspondence	Future Farmers of America:	
File is arranged: by vocational organization; thereunder chronologically by fiscal year; thereunder alphabetically by contest.			
8. Monthly Reference Rate	How often are records referred to which are:		
	; Seven to twelve months old; Thirteen t	•	
twenty-five months and older? 9. Annual Rate of Accumulation of Records			
	; Legal-size drawers; Shelves;	Other (specify)	

YES NO 10. Questionnaire	(Place an "X" in the proper co	olumo)	
	cial copy of the series?		<u> </u>
X If not, where is	s it?		
X	contain confidential information	requiring security handling? If yes, cite law or regulation	on. ·
X c. Is this a vital re			
	s have historical or long term rese		
l l !	wo documents in the tile make it scheduled separately?	necessary to keep the entire file for a long period, could	tnese
- documents be	tion contained in this series ever p	oublished? If yes, attach copy.	
g. Is the informat		inalyzed and/or recorded in a summarized report?	
X If yes, attach c	юру		
l 1 37 l	ication of this series in your office	e, or in another office or agency?	
11 YC3, WITCH	r a major portion of it) regularly	microfilmed?	
[d series result in a computer print	• •	
11. Retention Requirements	The following require	es the series to be kept:	
	· ·		
a. State Law b. Statute of limitation	years,	d. Audit period e. Administrative need 3	years. years.
c. Federal law	years.	f. Federal retention instructions	years. years,
			yours.
Attach copy or excert of la	aws or regulations. Explain admir	nistrative need.	
<u>:</u>	• .		
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12 Approved Disposition Inst	runtions This around recomm	ends that the file series be cut off at the end of each:	
	☐ Calendar Year: 🛭	Fiscal Year: □ Other	
		$(-1, 1, \dots, 2, \dots, 1, (p^{m+k}), \dots, 1, \dots, n)$	
☑ Hold in the current files	s areamonth(s)2	year(s); then	11.77.1 (4.1
		; then the second of the secon	
☑ Prainsier to State Recor		ryst, tright	
· · · ·	ves for permanent retention.	range (1995) and the second of	* -
☐ Other <i>(Specify)</i>		•	
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These instructions apply to	o all prior and future accumulatio	ons of the series,	
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Agency Head/Designee (Signa	ture) Date	Records Management Officer (Signature)	Date
CN 1 Jan	112751	74/2 Ph - P P	I shulgi
411 9 2	7	warker n. Baungarding	10/14/01
L. a. Lau	Ms 3/15/8/	State Records Committee (Signature)	Date
Recommendations in para-			- 10
graph 12 are approved.	State Auditor/Designee	Month Suit	
(If disapproved, attack letter of explanation.)	1 Oak Our	1 1	2001
o. unpiumutoii.j	Corretary of that Masian	I Warrage Was L	5-77-8
	Secretary of State/Designed	Carroll Hart	5-22-8
	Secretary of State/Designee Attorney General/Designee	Marie Hart	5-22-8 5-27-81